

## Council Agenda September 6, 2016

<b>Call Meeting to Order:</b>	President Jeffrey Wright	
<b>Pledge of Allegiance:</b>	President Jeffrey Wright	
<b>Moment of Silence:</b>	Mayor Thomas F. Acri	
<b>Executive Sessions between meetings:</b>		None
<b>Approval of minutes from previous meeting:</b>		August 15, 2016
<b>Public Comment of Agenda items only:</b>		
<b>Presentations:</b>		
Justin Mendinsky, Herbert, Rowland and Grubic, Inc.		Monthly Engineer's Report
<b>Communication:</b>		
Penn Environment and Remediation, Inc.		Notice of Application for Water Obstruction Permit Registration for West Shore-Steelton V-Pole Foundation Repair Project.
Arcelor Mittal		Annual Downstream Notification
Dauphin County Board of Assessment Appeals		Notification of Appeal Assessment Changes in Steelton Borough
Dauphin-Lebanon County Boroughs Association		Minutes from Previous Meetings and Dinner Invitation
Herbert, Rowland, and Grubic, Inc.		Stormwater Utility Brochure
Kenneth Thorne		Request for Information About Old Farmers Market Property
Steelton Borough		Request to Release Local Share Funds for Jump Street from 2016 Grant
<b>Unfinished Business:</b>		
Mr. Brown		2016-2017 Local Share Grant Application

**New Business:**

Mr. Brown	Application for Payment #2 for Contract 2015-02 (General Construction – Firehouse Project)
Mr. Brown	Application for Payment #2 for Contract 2015-03 (Electrical – Firehouse Project): \$49,779.90
Mr. Brown	Authorization for Additional Engineering Services for Steelton Firehouse Project (Related to Bay Doors and Rehabilitation of Bathroom): \$6,500
Mr. Brown	Application for Payment #4 for Contract 2016-01 (Sanitary): \$120,730.90
Mr. Brown	Application for Payment #4 for Contract 2016-02 (Storm): \$43,353.83
Mr. Brown	Change Order No. 2 for Contract 2016-01 (Sanitary)
Mr. Brown	Work Change Directive No. 2 and Change Order No. 2 for Contract 2016-02 (Storm)
Mr. Brown	Recommendation to Award Contract Award to Steele City Contracting for Contract 2016-03 (Midget Baseball Field Project)
Mr. Mendinsky	Review of Three Options for Mohn Street Tot-Lot Project
Mr. Wion	Approval of Resolution 2016-R-_____ Establishing Special Purpose Parking for Mr. Robert Amsel at 221 Pine Street.

Mr. Wion

Adoption of Ordinance 2016-\_\_\_\_\_ TO AMEND THE CODE OF THE BOROUGH OF STEELTON CHAPTER 110 THEREOF ENTITLED "VEHICLES AND TRAFFIC" TO ESTABLISH ADDITIONAL SPECIAL PURPOSE PARKING ZONES AND TO ELIMINATE SPECIAL PURPOSE PARKING ZONES.

Mr. Wion

Adoption of Resolution 2016-R-RESOLUTION ADOPTING BOROUGH OF STEELTON ILLICIT DISCHARGE REPORTING AND ENFORCEMENT POLICY

Mr. Brown

Authorization to Pursue and Execute Up to \$80,000 in Additional Financing for Steelton Skate Park Project

Mr. Wion

Release of Performance Bond for Verizon Wire Project No. 20141033770

Mr. Brown

Zelenkofske Axelrod One Year Proposal for 2016 Year End Audit Services

**Public Comments:**

**Council Concerns:**

**Executive Session:** To discuss potential litigation.

**Other Business:**

**Adjournment:**



## **Council Meeting Minutes September 6, 2016**

### **Present:**

Jeffrey Wright, President  
Brian Proctor, President Pro Tem  
Michael Albert  
Keontay Hodge  
Kelly Kratzer  
Michael Segina

Thomas Acri, Mayor  
Douglas Brown, Borough Manager  
Dave Wion, Solicitor  
Anthony Minium, Police Chief

### **Absent with Cause:**

Maria Marcinko, Vice President  
Thommie Leggett-Robinson, Exec. Asst.  
Amender Singh, Codes Officer

### **Call Meeting to Order:**

The Council Meeting was called to order by President Jeffrey Wright.

### **Pledge of Allegiance:**

President Jeffrey Wright led the body in the Pledge of Allegiance

### **Moment of Silence:**

Mayor Thomas F. Acri led the body a moment of silence to acknowledge those persons who gave their lives to ensure the domestic tranquility.

### **Executive Sessions between meetings:**

There was no Executive Session between meetings.

### **Approval of minutes from previous meeting:**

It was noted that Mr. Albert was not listed as absent with cause for the August 15, 2015 meeting. The minutes will be corrected to reflect this oversight. In accordance with the motion from Mr. Albert and second by Mr. Segina, the minutes from the August 15, 2016 were approved by the Council.

### **Public Comment of Agenda items only:**

There were no public comments on agenda items at this meeting.

### **Presentations:**

Mr. Justin Mendinsky from the Herbert, Rowland and Grubic, Inc. Engineering Firm provided Council with summary of the work completed from August 1, 2016 through September 2, 2016. Following his presentation and responses to questions from the Council. Mr. Albert moved and Mr. Proctor seconded the motion to receive the Engineer's Report. The motion was

unanimously passed by Council.

**Communication:**

Penn Environment and Remediation, Inc. notice of Application for Water Obstruction Permit Registration for West Shore-Steelton V-Pole Foundation Repair Project. Arcelor Mitta Annual Downstream Notification.

Dauphin County Board of Assessment Appeals Notification of Appeal Assessment Changes in Steelton Borough.

Dauphin-Lebanon County Boroughs Association Minutes from Previous Meetings and Dinner Invitation.

Herbert, Rowland, and Grubic, Inc. Stormwater Utility Brochure.

Kenneth Thorne request for Information about Old Farmers Market Property.

Steelton Borough request to Release Local Share Funds for Jump Street from 2016 Grant.

**Unfinished Business:**

Mr. Brown stated that the 2016-2017 Local Share Grant Application, submitted September 1, 2016 for \$510, 220.00 to be used to fund a 2400 sq. ft. Community Center at Municipal Park as well as purchase, in partnership with the Dauphin County Library System a 24 hour kiosk library. In November Mr. Brown will make a presentation to the Gaming board explaining the project for which the money is required. In March 2017 the Gaming Grant Committee should provide notification of whether or not the Borough has received the grant and if so, how much.

**New Business:**

Mr. Brown yielded the floor to Mr. Mendinsky who presented information regarding Application for Payment #3 for Contract 2015-02 General Construction – Firehouse Project which has already been completed. Mr. Proctor moved and Mr. Albert seconded the motion to approve the payment of \$18,342.81. The motion carried unanimously.

Mr. Mendinsky presented the Application for Payment #2 for Contract 2015-03 Electrical – Firehouse Project, which has been completed. Ms. Kratzer moved and Mr. Segina seconded the motion that the requested payment of \$ 49,779.90 be approved. The motion was passed unanimously by the Council.

Mr. Mendinsky presented information regarding the requested payment for services related to the Steelton Firehouse Project Bay Doors and Rehabilitation of the Bathroom. The engineers had to complete additional design work to make accommodations for this change. By doing so, they were able to project the cost for completion of the new work. This redesign was completed before the decision that the project needed to be re-bid. However, HRG submitted the Application for Payment #4 authorizing Additional Engineering Services. After discussion,

Mr. Proctor moved and Mr. Albert seconded the motion authorizing HRG and Staff to place for bid construction of bay doors and rehabilitation of the bathroom at the Fire House. Mr. Mendinsky retracted the request for payment of \$6,500 for design and oversight of the Steelton Firehouse Project. The motion was passed unanimously.

Mr. Mendinsky presented information regarding the Application for Payment #4 for Contract 2016-01 (Sanitary), including the fact that the work has been completed. He therefore requested the Council approve the \$120,730.90 payment. Mr. Proctor moved and Mr. Albert seconded the motion that payment be approved. The motion was unanimously passed by Council. Mr. Proctor clarified that the requested funds will come from CDBC grant and will be presented directly to Dauphin County for payment. President Wright reiterated that all of the money that is being approved is available and Council is not soliciting additional money to fund the authorized payments.

Mr. Mendinsky presented the Application for Payment #4 for Contract 2016-02 (Storm): \$43,353.83 . Mr. Segina moved and Mr. Albert seconded the motion. The motion passed unanimously.

Mr. Mendinsky informed the Council that severe damage to some sewer pipes have been found and have to be replaced. The funding for this unexpected move is covered by CDBG Disaster Recovery Funds Change Order #2 for Contract 2016-01 (Sanitary) \$97,448.30. Mr. Proctor moved and Ms. Hodge seconded the motion that the funds be used to make critical repairs to the pipes. The Council unanimously passed the motion.

Mr. Mendinsky presented Work Change Directive No. 2 and Change Order No. 2 for Contract 2016-02 (Storm) Storm Sewer Cleaning outside the original project. There are funds in the grant available to pay for this additional work which will cost \$ 117,744.00. Mr. Albert moved Mr. Proctor seconded the motion which was unanimously passed by the Council.

Mr. Proctor spoke as Chair of the NEDC Committee in support of accepting the Steele City bid, 2016-03, for the Midget Baseball Field. The Steele City Contracting submitted the lowest bid, which is the base bid of \$69,361.00. This cost will be covered by the CDBG grant with no other funds required from other sources. 2016-03 (Midget Baseball Field Project) base bid \$69,361.00. Mr. Proctor moved Mr. Albert seconded the motion that the bid from Steele City Contracting for \$69,361.00 be accepted. Council unanimously voted to accept the motion. The total cost of the project comes from CDBG the grant.

Mr. Mendinsky review the history if the Mohn Street Tot-Lot Project as a prelude to the presentation of the three options now available for completing the project. The original project and bid occurred in 2015. At that time, the cost of the equipment would have been covered by the \$49,000.00, awarded to develop the park. In 2016, the park must be placed for bid again. Included in the cost will be HRG cost for preparing the bid, receiving and evaluating the bids. Concern was expressed about the amount of equipment suggested. The NEDC was tasked with reviewing the project and presenting a recommendation at the next Council meeting.

Mr. Wion requested approval of Resolution 2016-R-28 establishing Special Purpose Parking for Mr. Robert Amsel at 221 Pine Street. Agreement to accept the Resolution was made by Mr. Albert and seconded by Ms. Hodge. The motion was unanimously passed by the Council.

Mr. Wion requested adoption of Ordinance 2016-02 TO AMEND THE CODE OF THE BOROUGH OF STEELTON CHAPTER 110 THEREOF ENTITLED "VEHICLES AND TRAFFIC" TO ESTABLISH ADDITIONAL SPECIAL PURPOSE PARKING ZONES AND TO ELIMINATE SPECIAL PURPOSE PARKING ZONES. The ordinance requires that all special parking permits be listed semi-annually and placed in form of an ordinance. Mr. Segina moved and Mr. Albert seconded the motion, which passed the Council with a unanimous vote.

Mr. Wion requested the adoption of Resolution 2016-R-29 RESOLUTION ADOPTING BOROUGH OF STEELTON ILLICIT DISCHARGE REPORTING AND ENFORCEMENT POLICY regarding the Clean Water Act. The resolution details the procedures staff will take to handle illicit discharge. Mr. Albert moved and Ms. Hodge seconded the motion which Council passed unanimously.

Mr. Brown presented the request for authorization to pursue and execute up to \$80,000 in additional financing to begin the Skate Park Project. While grant funds are anticipated, Mr. Brown is requesting the Borough make a preemptive move. MidPenn Bank will make a loan of \$80,000.00 for a one year note at 3.996% rate. On the other hand, Dauphin County Industrial Development Commission will give the Borough a line of credit, with a five year fixed rate of 2.5%. The money will only be used as a backup for grant funds. Mayor Acri was concerned that Borough money will be committed. Again, it was reiterated that funds would only be used, as necessary, to cover grant money which is forth coming. Mr. Albert moved and Ms. Kratzer seconded a motion that the line of credit from the Dauphin County Industrial Development Commission be pursued. The motion was carried unanimously by a roll call vote of the Council.

Mr. Wion presented information regarding the tower that Verizon Wireless to placed on the High School grounds. The bond was to ensure the work be completed on time. The project has been completed and Verizon has requesting that the bond be released. Mr. Albert moved and Mr. Proctor seconded that since the Wire Project No. 20141033770 has been completed on time, bond money in the sum of \$17,665.00 be released. The Council passed the motion unanimously.

Mr. Brown presented the proposal from Zelenkofske Axelrod to perform the Borough audit for 2016. Yearend Services would \$50, 305.00 and \$3,585.00 for DCED audit Both Mr. Brown and President Wright recommend it be referred to the Finance Committee for a report at the next Council Meeting.

#### **Public Comments:**

Steele City Contractor thanked the Council for their actions today. The owner is proud to come into his home city to make a positive contribution. The company is looking forward to completing this project and others in the community.

Aaron Riley of 722 North Second Street stated that on August 26, 2016 stated he applied for a special purpose parking permit in front of his home from his daughter who has multiple physical problems. The application was denied because their block already has four special parking spaces, which is the limit allowed by the Borough. There are letters of agreement to use additional parking space from neighbors who live on both sides of Riley family. The family is requesting that a waiver be granted to that they can be approved for the special parking space needed. President Wright stated that he would refer it for further consideration. Ms. Hodge asked and Mr. Wion answered how the Borough can have a specified number of handicapped parking spaces. Mr. Wion explained that the Borough has developed a formula which works for its best interest, which allows the Borough some control over parking. Chief Minium is working with Mr. Wion to review the handicapped parking spaces. He proposes an annual review of the parking permits to ensure that persons who no longer need the designated spaces.

Veronica Zupan - 2604 South Fourth Street. Ms. Zupan reported that there are six vehicles that do not have current inspection parked on the street in her area. There are three properties that have grass 14" high which has become home for vermin. There is a shed with a hole that is home to groundhogs. There are two young fox that are eating and leaving the remains in the yard. She is requesting something be done about this problem which is causing problems and unsafe living space for persons living in the area. The cause will be referred to the Codes Office for review and action.

Sheryl Powell - 432 Bessemer Street requested more information regarding the proposed Skate Park. Mr. Proctor explained that in addition to the Skate Park, there is a proposal to place the Community Center and turn the area into a multi-generational park with other activities available, including a walking track, etc. The current space is not being used at this time, so there is a need to find a way for the community to make use of its land resources. Ms. Powell asked if an additional police presence is a part of the plan. Mr. Proctor stated that there will be no need extra police. Mr. Brown explained that there is a multi-phased plan for the park and when completed, will be the only such park in Dauphin County. York, Lancaster County are the only areas that have parks such as the Borough is pursuing. The Dauphin County Commissioners have shown interest in the park and can see potential revenue coming from the skate park and the other events that will come with the completion of the plan. Certainly it will become a tourist attraction and bring more people into this area. Ms. Powell asked if this information has been posted on the Borough website. It has not been posted, but will be so that citizens can be aware of plans to make Steelton a more viable community and the progress being made on these plans.

Kyalo Crosson - 175 Lincoln Street. Mr. Crosson reiterated the points made by Ms. Powell regarding the communities need for more information about how these projects are being funded and the Borough uses the funds. Those persons who lived here a long time are unsure how the Borough is able to complete all the new projects the decimated tax base that is in operation now. Mr. Crosson stated that the youth of today do not have the resources or the community feeling that existed in the past. He suggested more outreach to the community. Explaining the benefits of having a place to attract youth so that they do not engage in vandalism and hanging out will help the older residents understand the need for the new ideas

being presented. Mr. Brown explained that the funds obtained are specifically for the projects that are being completed and cannot be used for any other purpose.

Emmual Powell, 432 Bessemer Street, What is the estimate for the renovation of the Fire House? Mr. Brown stated that approximately \$140,000.00 weather proofing, painting, replacement of wall, repair of the bay, taking care of the sink hole, etc. has been spent. The bond allocation is \$ 575,000.00. What is happening with the highway between Pine Street and Borough line? It was explained to Mr. Powell that PennDot is responsible for making the repairs and the Borough does not intervene in project that should be completed by PennDot. Mr. Powell asked about the progress being made with the problem at 432 Bessemer Street has high grass and trash and it has been reported. Mr. Powell stated that this residence has been reported and discussed before and not action has been taken. This complaint will be forwarded to the Codes Office which will have more information where the property is in the complaint process.

#### **Council Concerns:**

Ms. Kratzer announced that the Art Fest is being postponed until spring.

Mr. Segina thanked everyone for attending the meeting. He reminded people that the Planning Committee will meet tomorrow at 6:00pm. He thanked Chief for the good work done over the weekend and thankfully, there was no property damage.

Mr. Proctor was at the football field and noted that there was inadequate lighting in that area and surrounding areas. He suggests that the Public Works investigate how lighting can be increased. Mr. Proctor also noted the increase in vendors and questioned the issuance of a vendor's license. Mr. Wion clarified that municipalities used to have peddler's ordinance. The United States Supreme Court determined that communities can no longer regulate selling, unless it is a commercial entity, but most communities are just leaving the issue alone. Mr. Proctor thanked Chief for not letting things get out of hand last week. An anonymous person wrote a negative comment about Steelton in PennLive. Persons should come forward with their complaints and concerns with integrity and not hide behind names that do not allow dialogue about the issue. Mr. Proctor thanked everyone for attending the meeting.

President Wright thanked persons for attending the meeting. He emphasized the importance of recording and acting on things brought forward by the citizens of the community.

#### **Executive Session:**

There was no executive session.

#### **Other Business:**

There was no additional business brought before the Council

**Adjournment:**

Mr. Albert moved and Ms. Kratzer seconded the motion that the meeting be adjourned at 7:54pm. The motion carried unanimously.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be the initials 'AB' with a flourish extending to the right.

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Secretary